

Form 1 - Cover Sheet/Signature Page MN DEI Project


APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Rural Minnesota CEP, Inc. 803 Roosevelt Ave, Ste 301 Detroit Lakes MN 56501	
Director Name: Daniel J Wenner Telephone Number: 218-847-0717 FAX:218-846-7404 E-Mail:danw@rmcep.com	Contact Name: Vicki Leaderbrand Telephone Number: 218-847-0718 FAX:218-218-846-7404 E-Mail:vleaderbrand@rmcep.com

Agency DUNS# 076517291

MN Tax ID #: 7223300 Federal Employer ID #: 41-0942639

Local Website Address (if applicable): www.rmcep.com

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature: 

Title: Executive Director

Date: 10-9-18

PROJECT DESCRIPTION MN DEI PROJECT - RMCEP

Describe your organization's Employment Network outreach strategy to engage ticket holders:

RMCEP became a Provider Affiliate EN under an Administrative EN model with American Dream Employment Network at the end of December 2017. As of Sept. 24, 2018, RMCEP has 17 assigned Tickets. Referrals come from many sources: ADEN, SSA website, SSA letters to beneficiaries, our partners from Education, VR, County Human Service agencies, and from local community agencies. We have featured DEI and Ticket to Work (T2W) content on our www.RMCEP.com website and will be taking advantage of the ADEN marketing tools to promote T2W in local newspapers and local television public service announcements venues. We will be expanding information about Ticket WISE webinars geared to consumers on our Facebook pages from our eight locations. Our eight Workforce locations now feature a Ticket to Work section in their resource room with SSA T2W posters, brochures, and other FAQ sheets for consumers.

RMCEP is active in six CTIC groups and just learned of a seventh operating in Little Falls. We include Ticket related content and outreach to those professional and parent attendees. Several CTIC groups have hosted Parent Workshops in their communities and the DRC has arranged for a SSA Public Affairs Specialist to present a webinar on youth SSI for families titled, "Family Voices." Other CTIC groups have expressed interest in bringing that event to their families.

Currently, we are in meetings with VR to create a sustainable referral process for 17 youth over age 18 on SSI who are on the VR Wait List. We will be conducting further planning sessions to expand and respond to referrals from DHS and counties for waiver-eligible SSA beneficiaries. We will be exploring possible provision of benefits and work incentive advisement even if those waiver-eligible persons are not ready to use their Ticket or start employment.

Describe the Employment Network goals your organization hopes to achieve in the next year. How many ticket holders do you anticipate assigning a ticket to your organization's EN? Does your organization anticipate any ticket revenue in the next year?

Using ADEN protocols, RMCEP staff have been trained in the delivery of the Ticket to Work Program to meet all SSA compliance areas. Eight certified Work Incentive Practitioners (WIPs) and the Team Leaders are utilizing ADEN web tools and member resources to build a systematic response to Ticket inquiries, assigning Tickets, providing career pathway services, and long term supports that produces the unrestricted revenue for our agency.

ADEN sets annual goals and they are reviewed monthly in the Huddle. For 2017, ADEN set a 10 Ticket goal and RMCEP has assigned 18 cumulative tickets to date. For 2019, RMCEP expects to set our internal goal higher at 20 Active Tickets that are consistently generating revenue by meeting Trial Work Period (TWP) wages and Substantial Gainful Activity (SGA) Milestones and Outcomes. Our agency goals are less about quantity and more about quality, in other words, we want to go deeper with our Ticket holders so they can find suitable employment, more consistently achieve TWP or SGA within SSA's Timely Progress requirements, and to retain that initial employment or follow a career-building trajectory.

RMCEP had amassed \$104,575 of Ticket revenue while under DEED EN over the period of 2013-2017. This year, as a Provider Affiliate EN under ADEN, we have received \$3608 to date from ADEN and revenue is expected to increase substantially due to the initial lag in SSA processing wage information and generating Milestone and Outcome Payments.

There is no shortage of Ticket inquiries and referrals. Our presence on the SSA website, ADEN's website, and articles on RMCEP's website generate many calls. Persons also walk into each Workforce Center location. The DRC serves as the Ticket to Work Point of Contact (POC), although a Ticket flow document was created as an introduction to all staff with the intent to make the initial Ticket steps more seamless and responsive. There is an influx of self-referrals when SSA sends out letters to beneficiaries, which is done cyclically throughout the year. A goal of 20 Ticket holders in with an increase each year seems reasonable for 2019 and beyond. RMCEP anticipates a marked increase of Ticket revenue as we provide the right mix of services and support leading to employment above TWP and SGA.

RMCEP is comprised of two geographically organized "centers" with four "teams" (locations) in each. We are developing an agency T2W model consisting of a Ticket Coordinator who serves as the Point of Contact, two Ticket Specialists, one for each center, and a pool of certified Work Incentive Practitioners at the team level. Additionally, youth and adult serving direct staff will be tasked with completing the DHS training to receive a Benefits Coach Certification. By formalizing this model in year three, we can assure a sustainable Ticket Team well into the future.

Team Leaders, Youth Coordinators, and Job Counselors have received orientation and core training through ADEN, through various weekly or monthly national webinars, and through content in RMCEP's Weekly Buzz. The DRC is organizing some internal staff development activities that will be rolled out in individual team meetings, starting with the "Meet Ben" DVD, secondly reviewing the RMCEP Ticket Intro Sheet, and third, reviewing the Workforce GPS AJC Customer Flow Scenarios. Discussion and feedback will help determine continuing education needs. W.I.P.s are required to complete 60 CEUs in a five year period, and there is a plethora of webinars from a variety of sources. Staff can customize their learning as time permits.

Describe the promising practices your organization intends to sustain beyond the grant's life.
Describe how your organization will integrate promising practices into core programs like WIOA Youth/Adult:

WIOA and MYP program policies and procedures contain a cross-walk of WIOA elements and the 5 Guideposts for Success. Youth serving staff have a minimum of an annual Youth Coordinator Training and other Go-to-Meeting type learning events can be scheduled as needed to go deeper in a particular topic, such as utilizing the DEI Youth Action Plan as an actionable tool within Integrated Resource Teams. RMCEP's Employment Plan reflect broader goals, which can be distilled further with the Youth Action Plan in immediate response to a barrier or challenge that presents itself in the school, work training, or community setting.

The DRC has launched a DEI Resource Library with a variety of topical content from DEI related webinars, websites, and conferences for professional development. In response to a staff survey, RMCEP created a "Weekly Buzz" with input from the management team. Through this venue, the DRC can reinforce DEI best practices and share inspirations and content from Workforce GPS, LEAD Center, PACER Center, National Disability Institute, SSA, and other current and relevant web links. Many of these resources are pushed out to other partners and CTIC chairpersons, which in turn are forwarded to their respective list-serves.

Youth Coordinators recently provided specific best-practices that have proven successful in the recruitment and retention of youth participants. These include: having high-school students tour the Workforce Center to highlight programs and services; attendance at school open houses to meet parents and students; partnerships with alternative learning centers and adult basic education; development of comprehensive, holistic employment plans; leveraging Integrated Resource Teams in more informal settings than the traditional IEP; collaboration with the business sector such as a Construction Liaison Committee to learn about in-demand

skilled trades and refer youth for paid internships leading to full time, permanent employment. RMCEP incorporates Career Advisors through contracts with 22 of the 92 school districts in our WDA#2. The funds from those contracts, special grant funding and MYP are combined to provide career advising.

The Moorhead office also has a small caseload of up to 15 youth at risk of dropping out of school or those who are high school dropouts in a state funded Youthbuild program. They partner with the Herdina Academy for a two week project-based course to expose youth to trades that require special licensure such as HVAC, Electrical, and others. The FM Homebuilders Assoc. provides experienced professionals to conduct labs at MState which can provide up to 3 college credits for minimal cost.

RMCEP employs eight Career Advisors and expects to expand services to other school districts. They work more one on one with thousands of youth who want guidance on career exploration and post secondary options including finding scholarships and funding school. Career Advisors provide a steady referral stream for youth who would benefit from WIOA and MYP programs to gain work experience and soft skills. Our Youth Coordinators work closely with our Career Advisors. One Youth Coordinator shared the following regarding the role of our Career Advisors: *"They have been an integral part of helping Youth Service Coordinators in guiding youth on their path of success."*

Describe how the connections your organization has made with the PACER Center will continue beyond the life of the grant:

Since the start of DEI Round 7, PACER Center has provided several local events for families and service providers. Themes have centered on "Youth Career Pathways," "Transitioning to Employment," and "Employment-Focused Transition Planning." The DEI budget reflects other planned opportunities for PACER to have a local presence for families across our 19 counties. PACER has also had a web presence at a Youth Coordinator training, and an in-person presentation on Cultural Diversity at the All Staff Conference for over 100 RMCEP staff and board members.

Staff and stakeholders are able to view PACER Upcoming Workshops, Simon Technology, and the National Parent Center on Transition and Employment offerings so they can determine the appropriate staff participation. In this way, our staff and community partners can take advantage of these resources without having to travel to another part of the state. Further, the content from these are saved to the DEI Resource Library for viewing at a more convenient time. The DRC and Team Leaders promote PACER livestream events, special conferences, and other training opportunities to learn about Assistive Technology, especially the use of smartphone APPS to meet unique needs or the use of the Livescribe ECHO smartpen.

Our collaborative partners, especially through CTIC are informed about special topics like Mental Health, bullying, or launching a young adult into the community. The DEI goal to engage parents is well served by exposing them to the support and advocacy of PACER. Again, these web offerings, power point handouts, or printed resources are continually being shared with and promoted to families and professionals at each and every opportunity. PACER printed brochures and materials are included in the resources we share at provider fairs or career expos.

Finally, PACER's project around Individual Learning Plans (ILPs) and Guideposts for Success inclusion is a perfect fit to explore how to incorporate that in the Career Advisor menu of services. Career Advisors work intently on school campuses and with MCIS student software. We are confident that the relationship with PACER Center is well grounded and open to expansion.

Describe how you will reach youth of color. What techniques, strategies, and/or resources will you utilize to serve youth of color?

RMCEP is actively serving a number of young adults from diverse and under-represented groups including: New Americans, Somali, Hispanic, Native American, and African-Americans. We also seek to provide services to those with disabilities, foster youth, and those exiting the foster care system.

In our largest “metropolitan” Fargo/Moorhead area, RMCEP–Moorhead is leveraging a new locally funded grant project to partner with New Americans and Refugee/Immigrant populations to include outreach, navigation, workforce preparation, skill training, and job placement. This “*Pathways to Prosperity*” includes Partner Agencies: United Way, Clay Co. Health and Human Services, MState, and 5 Business partners, as well as Partner Navigators: RMCEP, Lakes and Prairies Community Action, Moorhead ABE, and African-American Development Association. Prior to that grant being written, extensive Listening Sessions, with interpreters, were held so the goal of identifying key findings and recommendations could be met. The Moorhead Red River Learning Center recently hired a Social Worker to focus solely on the needs of Native American students. This area also holds an annual Diversity Job Fair with an emphasis on attracting diverse jobseekers. It grows larger each year, and this year 31 employers are involved.

RMCEP serves 92 school districts. We also have contracts with 22 school districts to provide Career Advisement services from eight Career Advisors. Through our association and partnership of these districts, we are able to identify youth of diverse racial or cultural backgrounds who might benefit from additional person-centered, strength-based strategies. In our more northern tier, we serve three American Indian reservations, and three Tribal colleges, tailoring our services at their locations as invited.

RMCEP has incorporated diversity training in our required World of Work (WOW) orientation. Participants receive a message of respect and inclusion. RMCEP staff who attend conferences and professional development opportunities are tasked with bringing back content or resources to share across the agency. One example is the powerpoint handout “In-Between Cultures: Navigating Adolescent Years for Immigrant Families” presented by Sophia Park from Neumann University in PA, at the 2018 MACMH conference.

Describe the co-enrollment strategies your site plans to use to fund training, work experience, etc. for project participants. **DEI grant funds MAY be used to pay wages or stipends to participants.**

RMCEP has 123 DEI enrollments as of Sept. 30, 2018. The majority of DEI youth participants are co-enrolled in WIOA programs or MYP. Additionally, there are 2 co-enrollments in TANF Youth Innovations, 2 using Ticket to Work, 7 co-enrollments in Moorhead Youthbuild and 1 co-enrollment in BI-CAP YouthBuild. We also work with VRS counselors for 20 participants and the county for 6 participants on waivers.

RMCEP is a part of a new grant, *Pathways to Prosperity* aimed at the New American/Refugee population in and around our Moorhead location and co-enrollments will likely compliment those activities. To prepare for this, many of our staff participated in cultural diversity conferences and trainings to inform themselves of the unique needs and challenges of “new to America” or first generation refugee youth. Staff understand that sensitivity to and awareness of cultural norms around disability, gender roles, and work maximize the success of this venture.

RMCEP may be serving an additional 15 youth under *Partners for Youth-Achieving Integrated Life Outcomes* for which DEED recently submitted an RFP. This grant will target waiver-eligible and SSI youth and young adults. RMCEP continually looks for other funding opportunities to meet unique needs of youth and young adults in

predominately rural communities.

The career pathway of vocational, employment, post secondary or career and technical training, financial awareness, and ability awareness activities and services typically leads to a real-time platform of work experience for program participants. See www.capromise.org for a career readiness map that can be adapted for any youth serving organization. This enables youth to practice the knowledge, soft skills and other developmental assets they are honing. Work experience also gives meaningful exposure to specific jobs within a career track. Whether the work experience proves successful or not, there are always lessons to be learned. Depending on the program, work experience might later translate to an internship or OJT, especially when combined with some post secondary education. DEI funds are earmarked for work experience wages for youth and young adult participants. In Round 7, RMCEP has already leveraged \$206,312 funds for work experience and support services from other co-enrollments.

Describe how worksites will be developed for participants including how employers will be engaged to provide a range of work experience opportunities including private sector internships. Describe how accommodations are made for youth who need them:

Youth Coordinators and Job Counselors commit a fair amount of time continually searching out and developing relationships with public and private sector business partners to facilitate a key component of the career pathway - work training. We connect to potential worksite hosts through participation in Chamber of Commerce, Labor Force Development Council, Initiatives and Collaboratives, and other civic and human service groups. It is necessary to develop a great number and variety of potential work sites to provide participants with opportunities to explore various occupations, especially those most in demand. Utilizing Integrated Resource Teams also contributes to keeping employers willing to offer repeat work experience opportunities.

Work Training is an intensive service under WIOA as this allows participants to develop good work habits, establish a work history, develop or upgrade vocational skills, provide temporary income, and build confidence through a successful work experience. A participant's interests, aptitudes and work history are considered when selecting a work site. The Work Site Agreement must be completed to assure the employer has an understanding of Work Training expectations and restrictions. This contributes to continuous improvement to produce a mutually beneficial experience. A job description is obtained from prospective work sites so participants are aware of the employer expectations. RMCEP staff review job duties and the work schedule with work experience participants prior to placement at the work site. The RMCEP job retention module: "*Workplace Principles*" can be used as an overview. Work Training participants are contacted at least monthly to review participant performance. IRTs may be leveraged to address concerns or challenges at the worksite. This may involve participants, themselves or an issue related to the family such as pulling a participant from a site to cover childcare for siblings.

Work Training can be utilized to develop work maturity or job specific skills for youth. It may be appropriate for post-secondary students who need to complete an internship for their occupation. Work site supervisors will be encouraged to be or provide a mentor for the participant.

Work Training is an expensive intervention and we want to assure that it is worth the cost. Each month, an evaluation is done to assure that Work Training is an effective and needed strategy. The Supervisor completes the Evaluation of Trainee's Performance and Behaviors form to reflect the participant's progress and staff contact with the participant to determine the benefit of continued participation. Staff look for answers to: Is this work experience meaningful to the client? Is the client gaining specific work skills, confidence or job retention skills? Is the client ready to transition to unsubsidized employment? In addition to RMCEP's Job

Retention Modules, job retention curriculum is available in Career Readiness 101 and through 360° Career Success Skills.

Staff include a discussion with supervisors regarding disability, accommodations and skills/ strengths (in line with disclosure agreement with participant) and are available for continued support in this area if issues arise on work sites. While staff cannot disclose specific information on the participant's disability, the participant can choose to disclose. With complete disclosure or none, staff match the setting and job duties to the capabilities of the participant. If the school serves as the worksite, with the IEP, the site supervisor likely has more specific information and the ability to provide necessary accommodations. RMCEP can provide resources and materials as well as links to webinars and training geared to consumers, business partners, and families from PACER Center, JAN, and other organizations.

Describe how worksite orientation will be given for both project participants and for worksite supervisors. How will safety training be given?

Orientation is a means to introduce both participants and business partners to RMCEP and the various programs we offer, especially work training programs. Job Counselors provide detailed instruction using specific manuals for both program participants and worksite supervisors. Safety training is specifically covered within the manuals, and these documents are reviewed annually to assure that the most current safety regulations are provided. Safety equipment is provided as necessary, typically at the expense of the employer.

Participant orientation takes place on three separate occasions: at the applicant intake process along with the parent or guardian, a group or one-to-one "*World of Work*" session, and during subsequent work site visits to reinforce previous discussions. Participant orientation through the "*World of Work*" manual addresses employee rights and complaint system, safety training, pay procedures and proper timecard documentation, and meeting employer's expectations through good work habits. This orientation is also used to review goals and expectations for the work experience and answer any questions that the participant has.

Work site supervisors receive an orientation annually to include the purpose of the program, timekeeping policy and procedure, safety, injury reporting, and other program specific information needed to assure a meaningful work experience. They are provided the RMCEP reference booklet "*Building Dreams and Improving Lives One Job at a Time*" for our work site supervisors. The work site must meet appropriate standards for safety. The work site supervisor, or designee, must explain the safety policy to the participant and any injury must be reported to RMCEP for submittal under Worker Compensation.

Describe how youth are supported in order to earn academic and/or service-learning credit:

RMCEP has written policies for each program which gives specific guidelines and expectations for the purpose, goals, activities, and performance measures of the program. Performance measures for WIOA and MYP programs include Academic Credit and Service Learning Credit. Activities organized under WIOA Elements and Guideposts for Success and documented in Workforce One ensure that a trajectory of services is provided and which demonstrate the breadth of services all youth receive. Youth with a disability are youth, first.

Schools may offer youth an option to earn an academic credit for achieving certain goals as a program participant. RMCEP staff readily participate in IEPs and IRTs to coordinate these opportunities. Work experience might fit the school requirements. Hours are customized to assure that work training does not impede classroom progress or grades. If participants meet or exceed the requirements spelled out by their

district and awarded the credit, it counts toward a program performance goal. Additionally, schools may permit a student to earn credits for working on projects in the community as service-learning. The goals and requirements of a project are clearly defined by the district and after successful completion; a service learning credit may be earned. This also counts toward a program performance goal.

Youth programming is established to improve employability skills through exposure to work, to enhance basic educational skills, to encourage completion of high school or equivalency, to assist participants enter employment, school-to-work transition programs, the military, or post-secondary education or training, to enhance citizenship skills through community service or service learning, and to provide educational, career, and life skills counseling.

Service learning or experiential learning allows a youth to apply content knowledge, critical thinking, and good judgment to address genuine community needs or provide immediate relevance to academic study. We incorporate this as a leadership development opportunity, to keep youth engaged in school, and to help meet graduation requirements. Our collaborative relationships with schools and community organizations open doors for service learning projects. Youth Coordinators refer participants to a school contact for continued work/learning in an area of interest of the youth, for graduation credit, skill building, and confidence building and recognition. We can utilize the Integrated Resource Team (IRT) members to facilitate this activity. Mentors can serve as a role model, advisor, tutor, or friend. In academic or service learning activities, we are able to leverage Career Advisors, work site supervisors, or community mentors as a bonus. Learning and growth outside the classroom provide opportunity to connect youth to their communities and fulfils Guideposts for Success elements that can reap rewards far into the future.

FORM 2: PARTNERSHIP CHART MN DEI PROJECT

The information contained in this chart should support the work plan and project description. This form demonstrates partnerships that form the basis for planning, developing, and implementing the DEI Project. Only those organizations that have committed resources, staff, and time (or are prepared to do so) should be listed. **NOTE: All local projects should include partners from Vocational Rehabilitation Services, State Services for the Blind, and it is encouraged to include businesses, and if possible Community Interagency Transition Committees (CTICs).**

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Vocational Rehabilitation	staff located at: MN Workforce Center 125 W Lincoln Ave Ste 3 Fergus Falls MN 56537	Meet with potential clients in Workforce resource rooms to provide service options so they can make informed choices.		Eric Wittbrodt, Rehabilitation Area Manager Fergus Falls Team Eric.wittbrodt@state.mn.us
	MN Workforce Center 803 Roosevelt Ave Detroit Lakes MN 56501	Blend and braid services and funding for specific "shared" youth participants.		218-739-7565
	MN Workforce Center 124 1 st St SE Ste 1 Wadena MN 56482	Capitalize on co-located offices to simplify services to clients		Skip Wittrock, Rehab. Area Manager St. Cloud Team Skip.Wittrock@state.mn.us
	MN Workforce Center 303 22 nd Ave W Ste 107 Alexandria MN 56308	Arrange for VRS Waitlisted persons on SSI/SSDI to be referred to RMCEP for services and potential Ticket to Work assignment		320-308-4163
	MN Workforce Center 609 13 th Ave NE Ste G Little Falls MN 56345			Jill Grand, Rehab. Area Manager Jill.Grand@state.mn.us 763-271-3740

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Vocational Rehabilitation Services	<p>Staff located at:</p> <p>VRS 616 America Ave Bemidji MN 56601</p> <p>MN Workforce Center 204 Laurel St Ste 21 Brainerd MN 56401</p> <p>MN Workforce Center 715 N 11th St Ste 302b Moorhead MN 56560</p>	<p>Meet with potential clients in Workforce resource rooms to provide service options so they can make informed choices.</p> <p>Blend and braid services and funding for specific "shared" youth participants.</p> <p>Capitalize on co-located offices to simplify services to clients.</p> <p>Arrange for VRS Waitlisted persons on SSI/SSDI to be referred to RMCEP for services and potential Ticket to Work</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Randa Lundmark, Rehabilitation Area Manager Randa.lundmark@state.mn.us 218-333-8205</p> <p>New Hire TBD Rehab. Area Manager Northeast team *Contact Eric W in the meantime</p>
Community Transition Interagency Committee (CTIC)	<p>Brainerd Lakes Area CTIC 204 Laurel St Suite 21 Brainerd MN 56401</p> <p>Ottertail CTiC Fergus Falls Special Educ. Co-op. 518 Friberg Ave Fergus Falls MN 56537</p> <p>Runestone Area CTIC 1204 34th Ave S Alexandria MN 56308</p>	<p>Promote full participation in IEP, IFSP, and IRT meetings.</p> <p>Present accurate and relevant program and funding updates from all sources to professional and parent participants.</p> <p>Create venues to hear from families and employers.</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Sarah Frisch & Randi Georges Randi.georges@state.mn.us Sarah.frisch@state.mn.us 218-825-2028</p> <p>Sandy Kitzman, Chair skitzman@fergusotters.org 218-998-0544</p> <p>Tina Erickson, Chair terickson@alexandria.k12.mn.us 320-763-5559 ext.</p>

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space,	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
CTIC continued	<p>Becker County CTIC Detroit lakes High School 1301 Roosevelt Ave Detroit lakes MN 56501</p> <p>Clay Co. CTIC Moorhead High School 2300 4th Ave S Moorhead MN 56560</p> <p>Bemidji Area CTIC 616 America Ave NW #240 Bemidji MN 56501</p> <p>Little Falls CTIC 1001 Fifth Ave SE Little Falls MN 56345</p>	<p>Promote full participation in IEP, IFSP, and IRT meetings.</p> <p>Present accurate and relevant program and funding updates from all sources to professional and parent participants.</p> <p>Create venues to hear from families and employers.</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Karen Nudell, Chair knudell@detroitlakes.k12.mn.us 218-847-9271</p> <p>Brandon Yoney, Chair byoney@moorheadschools.org 218-284-7128</p> <p>Michele Mogen, Chair mmogen@bric.k12.mn.us 218-333-3100</p> <p>Mary Margaret Mathers mmmathers@falls.k12.mn.us 320-632-2007</p>
VRS/State Services for the Blind Staff at multiple Workforce locations	<p>MN State Services for the Blind 204 Laurel St Ste 21 Brainerd MN 56401</p> <p>*Steve Larson also has an office at grantee site; also co-chair of Brainerd Lakes Area CTIC</p>	<p>Provide avenues to join community specific initiatives and projects, blending and braiding funds whenever possible.</p> <p>Solicit feedback from other service providers to eliminate duplicative services and maximize funding dollars.</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Stephen D Larson, Area Manager Stephen.d.larson@state.mn.us 218-825-2185</p>
Community Action Agencies Other Joint Powers Groups, Collaboratives, and Community Action Groups where they operate	<p>Lakes & Prairies Community Action Partnership 715 N 11th St Ste 402 Moorhead MN 56560</p>			<p>Lori Schwartz, Exec. Dir loriwl@lakesandprairies.net 218-512-1500 (RMCEP Bd member)</p>

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space,	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
Higher Education	<p>Central Lakes College 501 West College Drive Brainerd, MN 56401</p> <p>MN State Community and Technical College 4 campuses in our WDA: 900 Hwy 34 E Detroit Lakes MN 56501</p> <p>405 Colfax Ave SW Wadena MN 56842</p> <p>1414 College Way Fergus Falls MN 56537</p> <p>1900 28th Ave S Moorhead MN 56560</p> <p>Alexandria Technical and Community College 1601 Jefferson St. Alexandria MN 56308</p>	<p>Use space, staff, and student focused programs to promote post secondary education and attract and retain students, especially those with risk factors.</p> <p>Leverage potential to secure assistive technology to address disability related barriers.</p> <p>Expand opportunities to connect via campus visits and pre-enrollment meetings with Student Services/Accessibility Services on each campus</p>	<p>All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway.</p>	<p>Mallori A Sheik, Disability Services Coordinator msheik@clcmn.edu 218-855-8175</p> <p>Kristina Siefert, Disability Support Coord. Kristina.Seifert@minnesotata.edu 218-846-3737 (serving Detroit Lakes and Wadena campuses)</p> <p>Kaye Madigan, Student Services KM@alextech.edu 320-762-4684</p>
High schools, ABEs, Community Education, Day treatment Centers, and Alternative Learning Centers	92 School Districts in our 19 county service area	Staff participation in special projects, referrals for services and program supports, contribution to specialized services for dropouts, at risk of dropping out, students with addiction or mental health needs	All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway	

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Financial Resources, Space, Referrals)	What the Commitment will be used for	Key Contact Person and Telephone Number/E-mail
County Health and Human Services Agencies	19 Counties with separate or combined Social Service and Public Health Departments	Provide services to county recipients through MFIP, SNAP, and other programs; incorporate career pathway services to advance self-sufficiency and employability	All partnerships have a goal of sharing resources, blending and braiding funding and services, make referrals, and developing seamless services for youth with disabilities and their families throughout the career pathway	Sandy King sandy@wcif.org 800-735-2239
Business Sector Partners	West Central Initiative www.wcif.org including Labor Force Development Council (LFDC) 1000 Western Ave Fergus Falls MN 56537 3 Business Sector partnerships: North Central West Central Headwaters Local businesses in each community, especially from the in-demand occupations	Provide avenues to join community specific initiatives and projects, blending and braiding funds whenever possible. Solicit feedback from business partners through summits, trainings, or other business led initiatives		

FORM 3: WORKPLAN YEAR 3 MN DEI PROJECT

Make additional copies of this form as needed.

Agency:		Contact:		Number Served	Start Date	End Date
Rural Minnesota CEP, Inc.		Vicki Leaderbrand				
Project Goal:						
Imbed DEI best practices into all youth serving programs.						
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date	
Enhance staff capacity to serve youth and young adults with disabilities	Continue DEI enrollments past the 100 grant goal until all appropriate youth are receiving DEI best practices in their Employment Plan activities.	\$20,000	123+	All strategies from 11/01/2016	To end of DEI grant 03/30/20 and beyond	
Update and modify internal policies, procedures, and practices	DEI Youth, Ticket to Work, WIOA, MYP, and other youth serving policies will be revised throughout the grant cycle with collateral training as necessary. Guideposts and IRT best practices will be employed in all youth serving programs, not dependent on disability status.	\$20,000				
Utilize DEI Youth Action Plan document to encapsulate Integrated Resource Team interventions	The RMCEP Employment Plan for career pathway services will be strengthened by incorporating the Youth Action Plan to address short term, immediate responses to a barrier or challenge revealed through an IRT.	\$10,000				
RMCEP will continue participation in seven CTIC groups currently operating in our service area	Collaborative partners will have access to best practice information that can be applied in their own settings. Current and relevant resources will support professional development.	\$ 3,000				

Agency:		Contact:			
RMCEP, Inc.		Vicki Leaderbrand			
Project Goal:					
As a currently operating Provider Affiliate EN, expand Ticket to Work outreach, referrals, and program services to youth at age 18 Redetermination and adults through age 64.					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
Develop RMCEP's Ticket to Work staffing model to increase capacity to serve SSA beneficiaries	SSA beneficiaries will receive more seamless services from first inquiry through gaining self-sufficiency; all staff will have capacity to respond.	\$ 2,000	20 in 2019; increase each future year	All EN and T2W strategies revised as of January 1, 2018 with En	Throughout the grant cycle and beyond
Capitalize on SSA/Cornell Univ./ADEN/DHS training increase understanding of complex T2W POMS	Benefits and Work Incentive Advisement will be thorough and timely according to SSA guidelines; continual quality improvement in policy and procedures will result.	\$ 3,000	All potential and actual Ticket holders	model change: from DEED EN to Provider Affiliate EN under ADEN	
Augment training with W.I.P. Peer Mentor Group for case review and support	Staff will have support, supervision, and growth opportunities to excel at BWIA.	\$ 2,000	All potential and actual Ticket holders		
Develop integral process to transfer VRS waitlisted persons on SSI/SSDI to RMCEP	The referral process and partnership with VRS will reduce "stalled" SSA beneficiaries who wish to return to work	\$ 1,000	All potential Ticket holders		
Promote Ticket to Work across service area through ADEN marketing toolkit and collaborative events	Education and information will reach SSA Beneficiaries and other referral sources to maximize choice for Ticket holders.	\$ 1,000	All potential Ticket holders and referral sources		

Agency: RMCEP		Contact: Vicki Leaderbrand			
Project Goal: Engage business partners to develop program services leading to an increase of appropriately trained jobseekers to fill their employment vacancies.					
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Estimated Strategy Cost	Number Served	Start Date	End Date
Employ Summits, Labor Force Development Councils, Talent Advantage Series, and other collaborative listening/sharing sessions to engage businesses. Design intersections with RMCEP programs, high schools, post-secondary or career and technical training institutions, and area businesses.	Businesses will have greater opportunities to improve readiness of jobseekers by having input into the specific types of training and skills they require for a successful job match. Educational institutions are responsive to in-demand occupation related course/degree offerings and IEP graduation curriculum to prepare future jobseekers; good will from these responsive relationships may expand businesses willing to serve as youth worksites.	N/A (Regional Planning) \$ 2,400	Unknown at this time	03/01/2017 11/01/2016	All strategies to end of DEI grant (03/31/2020) and beyond
Make training and resources available to business partners to ensure ADA compliance and to address implicit bias toward jobseekers with disabilities	Businesses will be informed of relevant training opportunities from myriad sources especially related to state and federal tax incentives and credits; Access to JAN and ADA information will perfect protocols for accommodations or modifications at worksites.	\$ 2,400		03/01/2017	
Contribute to cultural shifts in work settings by engaging business leaders and HR associations.	Business will become more accommodating and welcoming to all jobseekers and HR policies will reflect more employee-centric practices; businesses that "get it right" can share their experiences and methods.	\$ 3,000		03/01/2017	

FORM 4: BUDGET SUMMARY MN DEI PROJECT

BUDGET PERIOD: 11/01/2016 TO 03/30/2020

Agency/Contact Person	Address/Phone/Fax/E-mail		
Rural Minnesota CEP, Inc. Nancy Bisek, Comptroller	803 Roosevelt Ave Suite 302 Detroit Lakes MN 56501 218-847-0732 nancyb@rmcep.com		
Budget Category	DEI Funds	Leveraged Funds (Optional)	Total Budget Amount
885 - Personnel	246,990		246,990
875 - Fringe Benefits	81,602		81,602
890 – Travel (inc. 1 national conf. if offered)	17,996		17,996
821 - Equipment/Supplies	13,732		13,732
838 – Training – internal and external	13,530		13,530
840 – Contractual: Benefit Planning	10,250		10,250
834 – Contractual: Assistive Technology	0		0
830 – Other Contractual	0		0
845 – Construction/Space Costs	13,650		13,650
850 – Youth Wage and Fringe	23,000	184,000	207,000
833 - Administration (15% limit) (note definition)	74,250		74,250
TOTAL	495,000	184,000	679,000

**FORM 5: BUDGET DETAIL
MN DEI PROJECT**

Budget Period: 11/01/2016 to 03/31/2020

Agency: Rural Minnesota CEP Inc.

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:	
885 - Personnel	DEI Funds	*
	Leveraged Funds (Optional)	
875 - Fringe Benefits	DEI Funds	
	Leveraged Funds (Optional)	
890 - Travel	DEI Funds	
	Leveraged Funds (Optional)	
821 – Equipment / Supplies	DEI Funds	
	Leveraged Funds (Optional)	
838 – Training	DEI Funds	
	Leveraged Funds (Optional)	
840 – Contractual: Benefit Planning	DEI Funds	
	Leveraged Funds (Optional)	

Budget Category	Provide a detailed breakdown of the items and amounts budgeted:	
834 – Contractual: Assistive Technology	DEI Funds	
	Leveraged Funds (Optional)	
830 – Other Contractual	DEI Funds	
	Leveraged Funds (Optional)	
845 – Construction / Space Costs	DEI Funds	
	Leveraged Funds (Optional)	
850 – Youth Wage and Fringe	DEI Funds	
	Leveraged Funds	
833 – Administration (15% limit)	DEI Funds	
	Leveraged Funds (Optional)	

*SEE ATTACHED SPREADSHEET FOR FORM 5: RMCEP BUDGET DETAIL

FORM 5 BUDGET DETAIL
 MN DEI PROJECT
 Budget Period 11-01-2016 to 3-31-2020
 Agency: Rural Minnesota CEP Inc.

885 - Personnel	DEI Funds: Disability Resource Coordinator Salary : PY16: 1.0 FTE 2/13/17 - 6/30/17 \$ 17,830 PY17: 1.0 FTE 7/1/17 - 6/30/18 \$ 52,618 PY18: 1.0 FTE 7/1/18 - 6/30/19 \$ 54,539 PY19: 1.0 FTE 7/1/19 - 3/31/20 \$ 43,984 Director of Operations Salary : PY16: .03 FTE 1/1/17 - 6/30/17 \$ 2,219 PY17: .10 FTE 7/1/17 - 6/30/18 \$ 5,574 PY18: .10 FTE 7/1/18 - 6/30/19 \$ 5,807 PY19: .10 FTE 7/1/19 - 3/31/20 \$ 6,373 Operations Specialist Salary : PY16: .05 FTE 1/1/17 - 6/30/17 \$ 2,148 PY17: .05 FTE 7/1/17 - 6/30/18 \$ 2,288 PY18: .05 FTE 7/1/18 - 6/30/19 \$ 2,649 PY19: .05 FTE 7/1/19 - 3/31/20 \$ 2,170 Program Manager - Center 1 Salary : PY17: .05 FTE 7/1/17 - 6/30/18 \$ 2,228 PY18: .05 FTE 7/1/18 - 6/30/19 \$ 3,261 PY19: .05 FTE 7/1/19 - 3/31/20 \$ 2,580 Program Manager - Center 2 Salary : PY18: .05 FTE 7/1/18 - 6/30/19 \$ 2,542 PY19: .05 FTE 7/1/19 - 3/31/20 \$ 2,644 Ticket 2 Work Specialist Salary : PY18: .55 FTE 1/1/19 - 6/30/19 \$ 13,533 PY19: .55 FTE 7/1/19 - 3/31/20 \$ 22,003																															
	885 TOTAL \$ 246,990																															
	Leverage Funds - None																															
875 - Fringe Benefits	DEI Funds: Fringe Benefits include: Health, Dental, Life, Disability Insurances, retirement plan and employer payroll benefits. Benefit calculations based on DEI project FTE's per position.																															
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%;">Insurances</th> <th style="width: 15%;">Retirement</th> <th style="width: 15%;">Employer Benefits</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>LDRC</td> <td style="text-align: right;">14642</td> <td style="text-align: right;">7025</td> <td style="text-align: right;">18196</td> <td style="text-align: right;">\$ 39,863</td> </tr> <tr> <td>Director of Operations</td> <td style="text-align: right;">5566</td> <td style="text-align: right;">912</td> <td style="text-align: right;">3376</td> <td style="text-align: right;">\$ 9,854</td> </tr> <tr> <td>Operations Specialist</td> <td style="text-align: right;">5990</td> <td style="text-align: right;">800</td> <td style="text-align: right;">2782</td> <td style="text-align: right;">\$ 9,572</td> </tr> <tr> <td>Program Managers (2)</td> <td style="text-align: right;">1943</td> <td style="text-align: right;">690</td> <td style="text-align: right;">2485</td> <td style="text-align: right;">\$ 5,118</td> </tr> <tr> <td>Ticket 2 Work Specialist</td> <td style="text-align: right;">11130</td> <td style="text-align: right;">1066</td> <td style="text-align: right;">4999</td> <td style="text-align: right;">\$ 17,195</td> </tr> </tbody> </table>		Insurances	Retirement	Employer Benefits		LDRC	14642	7025	18196	\$ 39,863	Director of Operations	5566	912	3376	\$ 9,854	Operations Specialist	5990	800	2782	\$ 9,572	Program Managers (2)	1943	690	2485	\$ 5,118	Ticket 2 Work Specialist	11130	1066	4999	\$ 17,195	
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Ticket 2 Work Specialist	11130	1066	4999	\$ 17,195																												
	875 TOTAL \$ 81,602																															
	Leveraged Funds - None																															
890 - Travel	DEI Funds: Mileage Estimated travel to WDA Workforce Center sites \$ 10,563 DEI staff to attend 2 National Conferences and other training \$ 7,433																															
	890 TOTAL \$ 17,996																															
	Leveraged Funds - None																															

FORM 5 BUDGET DETAIL
 MN DEI PROJECT
 Budget Period 11-01-2016 to 3-31-2020
 Agency: Rural Minnesota CEP Inc.

821 - Equipment/Supplies	DEI Funds: Estimated cost of overhead equipment and supplies for the DEI positions located in the Detroit Lakes Administrative offices. Calculation based on DEI positions as a proportion of the average cost per position in the following expenses: Estimated consumable supplies = \$106/month x 39 months = Estimated copier expenses = \$69/month x 39 months = Estimated telephone expenses = \$32/month x 39 months = Estimated postage expenses = \$33/month x 39 months = Computer Equipment: Laptop, printer and software = Outreach, recruitment and advertising expenses for DEI project staff = Leveraged Funds - None	\$ 4,136 \$ 2,691 \$ 1,248 \$ 1,287 \$ 3,370 \$ 1,000 821 TOTAL \$ 13,732
838 - Training	DEI Funds: Pacer Workshop RMCEP/DEI Training Conference Leveraged Funds - None	\$ 2,660.00 \$ 10,870.00 838 TOTAL \$ 13,530.00
840 - Contractual: Benefit Planning	DEI Funds: Benefit Planning Certification - Cornell University Leveraged Funds - None	\$ 10,250.00 840 TOTAL \$ 10,250.00
834 - Contractual: Assistive Technology	DEI Funds - None Leveraged Funds - None	834 TOTAL \$ -
830 - Other Contractual	DEI Funds - None Leveraged Funds - None	830 TOTAL \$ -
845 - Construction/Space Costs	DEI Funds: Dedicated office space (approx 400 sq ft) for DEI positions within the Administrative offices. 400 sqft x \$10.50/sqft = \$4,200 / 12 months = \$350/month x 39 months = Leveraged Funds - None	845 TOTAL \$ 13,650.00
850 - Youth Wage and Fringe	DEI Funds: 20 hours Work Training x average \$11.50/hour (wage & fringe) = \$230/youth x 100 youth = Leveraged Funds: 160 hrs Work Training x average \$11.50/hr (wage & fringe) = \$1,840/youth x 100 youth =	850 TOTAL \$ 23,000 \$ 184,000
833 - Administration (15% limit)	DEI Funds: Administrative services of the Executive Director, Accounting Department and IT Department to provide oversight, planning. Budgeting, data and payroll processing, auditing and reporting requirements of the project Leveraged Funds - None	833 TOTAL \$ 74,250
		DEI TOTAL \$ 495,000